

KNOE-TV, KAQY-LP
EEO PUBLIC FILE REPORT
February 1, 2016 – January 31, 2017

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Master Control Operator	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20, 23	23
Reporter	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	25
Multi Media Journalist	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,24,25,26,27	21
Production Assistant	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,27	20
Multi Media Journalist	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,22,24,25,26,27	22
Meteorologist	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,24,25,26,27	21
Master Control Operator	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,27	21
Morning Producer	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,25	25
Production Tech	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	20
Marketing Consultant	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	20
Reporter	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	24
Reporter	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	26
Multi Media Journalist	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,27	20
Evening Producer	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,24,25,26,27	25
Production Assistant	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,27	20
Production Assistant	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,27	20

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Career Technical College Byron Avery : Byron.avery@careertc.edu 2319 Louisville Ave, Monroe, LA 71201 (318)323-2889 fax: (318)324-9883	No	0
2	Centenary College Dennis Taylor : dtaylor@centenary.edu Career Services, 2911 Centenary Blvd. P.O. Box 41188, Shreveport, LA 71134 (318) 869-5360 fax: (318) 841-7235	No	0
3	Delta Community College Bob Hammack : bhammack@ladelta.edu 7500 Millhaven Rd., Monroe, LA 71203 (318) 345-9013 Fax: (318) 345-9014	No	0
4	Grambling State University Pattersonj@Gram.edu Career Planning and Placement 100 Main St., Grambling, LA 71245 (318) 374-2346 Fax: (318) 274-3357 Dept. of Mass Communications 403 Main St./P.O. Box 45, Grambling, LA 71245	No	0
5	Station Website knoe.com Shane.carter@knoe.com 1400 Oliver Rd., Monroe, LA 71201 (318) 388-8888	No	6
6	Louisiana College Leneil Mercer : mercerc@lacollege.edu Career Development, 1140 College Dr. Pineville, LA 71360; Monroe, La 71202 (318) 487-7105 Fax: (318) 487-7755	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
7	Louisiana State University Mary Ann Sternber : Msternb@lsu.edu Journalism Bldg #221; Hodges Hall 101 C Baton Rouge, LA 70803 (225)578-0416 Fax: (225) 578-2125	No	0
8	Louisiana Assoc. of Broadcasters Polly Prince : lab@broadcasters.org 660 Florida Blvd, Baton Rouge, LA 70801 (225) 267-4522 Fax: (225) 267-4329	No	0
9	Northwestern State University Traci LaBom : labomt@nsula.edu Career and Placement Center; College Ave. Natchitoches, LA 71497 (318) 357-5621 Fax: (318) 357-5690	No	0
10	Ouachita Parish Police Jury Bedie Lewis : blewis@opcsc.org Workforce Enforcement Board; 1162 Oliver Rd. Suite 9 Monroe, LA 71201 (318) 362-3058 Fax: (318) 362-5106	No	0
11	Southeastern LA University careerservices@selu.edu Career Placement Svcs; SLU 495 Hammond, LA 70402 (985) 549-2121 Fax: (985) 549-2126	No	0
12	Southern University Career Center Tamara Montgomery : tamara_montgomery@subr.edu Career Center; Southern Branch Post Office Baton Rouge, LA 70813 (225) 771-2200 Fax: (225) 771-3272	No	0
13	Southern University at New Orleans Dr. Grant dgrant@suno.edu Career Placement; 223 University Center New Orleans, LA 70126 (504) 286-5040 Fax: (504) 286-5390	No	0
14	Unitech Training Academy Angela Wisecarver : awisecarver@unitechtrainingacademy.com West Monroe, LA	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
15	University of Louisiana at Lafayette Karen Bullinger : khb3200@louisiana.edu Career Placement Center; PO Box 41730 Lafayette, LA 70504 (337) 482-1444 Fax: (337) 482-1450	No	0
16	University of Louisiana at Monroe Linda Davis : ldavis@ulm.edu Dept of Comm Arts; 120 Stubbs Hall-ULM Monroe, LA 71209 Post Online: https://webservice.ulm.edu/careerconnections/apply.php Must Email AFREEN@ULM.EDU to take down posts (318) 342-1406 Fax: (318) 342-1422	No	0
17	Xavier University of Louisiana Cheyenne Walker : cwalker13@xula.edu Mass Communications Dept; 1 Drexel Dr. Box 65A; New Orleans, LA 70125 (504) 520-5087 Fax: (504) 520-7982 Career Services Department mminnard@xula.edu (504) 520-7364 Fax: (514) 520-7914	No	0
18	WMWO Chamber of Commerce info@westmonroechamber.org 112 Professional Dr., West Monroe, LA 71291 (318) 325-1961 Fax: (318) 325-4296	No	0
19	Monroe Chamber of Commerce Communications, 212 Walnut St., Monroe, LA 71201 (318) 323-3461 Fax: (318) 812-7594	No	0
20	Station On-air Advertissment Bill Elliot : bill.elliott@knoe.com 1400 Oliver Rd., Monroe, LA 71201 (318) 388-8888	No	15
21	Employee Referrals	N/A	5
22	Word of Mouth	N/A	4
23	Walk-in	N/A	3
24	medialine.com	No	4
25	tvjobs.com	No	7
26	mediamatch.com	No	5
27	graytv.com	No	3
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III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Participated in Job Fairs (2)	<p>On Feb. 17, 2016, the stations participated in a job fair held at University of Louisiana, Monroe. Participants from the stations included the Promotions/Marketing Director and News Director.</p> <p>On Sept. 28, 2016, the stations participated in a job fair held at University of Louisiana, Monroe. Participants from the stations included our Promotions/Marketing Director.</p>
2	Internship Program	<p>The news department internship program trains college students in the area in broadcast related jobs, such as production, editing, journalism, meteorology, and on air talents. There are 4 cycles per year, and each cycle includes 2-5 college students.</p> <p>During this reporting year, our stations hosted 9 interns. 2 worked in production, 1 worked in meteorology, and 6 worked in news. Each intern was supervised by the department manager. The interns came from the following colleges and universities: University of Louisiana at Monroe (ULM), and Louisiana Tech University.</p>
3	Management Training	<p>June 22, 2016, the News Director and General Manager attended a webinar training session on the Department of Labor's new overtime policy.</p> <p>On September 16, 2016, our Sales Manager attended a training seminar; Finding, Hiring, & Retaining Your Next Super Sellers.</p>
4	Training for Employees Developing Job Skills	<p>In November 2017, the News Director, Promotions Director, Office Manager, and General Manager received training on the new Gray TV People Matter Applicant Tracking system.</p>

		On September 14, 2016, the Sales Manager attended a training seminar called Crossing the Generational Divide: How to communicate with millennials.
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